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Applying for post of Office Assistant

1 message

Muhammad Ahmed <engr.muhammadahmed25@gmail.com> Thu, Dec 22, 2022 at 8:59 PM
To: "jobswbproject@gmail.com" <jobswbproject@gmail.com>

Dear Sir,

I am Muhammad Ahmed applying for the post of **Office Assistant**

Currently, I am working as **Assistant Manager** at K-ELECTRIC for the last **3 years**.

Previously I worked As **Assistant Engineer** At Amreli Steels D-89 Pvt ltd, having **3 years** of experience

I want to work with your reputed organization and project with my full efficiency.

Further, I have enclosed my CV for my particulars.

Waiting for your positive response.

Thank you.

Regards

MUHAMMAD AHMED
Assistant Manager
K-ELECTRIC
03322736706

2 attachments

My Updated CV.docx
15K

My Updated CV Pdf.pdf
223K

CURRICULUM VITAE

PROFILE SUMMARY

- Seeking a challenging position on your reputable company to work hard in Electrical Engineering field.

PERSONAL PARTICULARS

Name: **Muhammad Ahmed Shaikh**
Address Flat 503 Basera Towers Jauhar Chowrangi Gulistan-e-Jauhar Block 17 Karachi.
Cell #: 0332-2736706
E-Mail: Ahmed.ferozuddin@ke.com.pk/Engr.MuhammadAhmed25@gmail.com
Age: 29

EDUCATION HISTORY

2018-2020: M.E (Electrical Power System)

HAMDARD UNIVERSITY KARACHI.

2012-2016: B.E (Electrical Engineering)

QUAID-E-AWAM UNIVERSITY OF ENGINEERING SCIENCE & TECHNOLOGY NAWABSHAH.

2011: (HSSC) Board of Intermediate & Secondary Education Sukkur.

Final Year Project: – BIOGAS GENERATION PLANT

The objective of the project is to generate electricity from useless material which is more economical and effective than other renewable power plants.
The main advantage of the Biogas generation is to facilitate those consumers who cannot afford to pay their Energy bill. This is a portable batch type plant.

SKILLS

- **TECHNICAL SKILLS.**
  - Knowledge of overall Electrical Power System.
- **COMPUTER SKILLS.**
  - Excellent ability to work in MS-OFFICE (WORD, EXCEL, POWER POINT).
  - MS-WINDOWS.
- **SPECIAL STRENGTH SKILLS.**
  - Excellent leadership skills.
  - Capable of working independently as well as also in team.
  - Ability to relate with people through effective communication skills.
  - Ability to achieve short- and long-term goals and reach at high performance.

EXPERIENCE

- Worked at **Amreli Steels** as **Assistant Electrical Engineer** for **2.9 years.**
- Worked at **K-Electric** as **Assistant Manager Technical Inspection** for **1.8 Years.**
- Working at **K-Electric** as **Assistant Manager Corrective Maintenance** for **1 Year.**

AWARDS/ACHIEVEMENTS

- Certified (**Hafiz-e-Quran**) from Wifaq-ul-Madaris.
- K-Electric CARES Champion Award For the Year 2021.
- Lifetime PEC Registered Engineer.
- Entrepreneurship Development By Managing Technology And Innovation In Water And Wastewater Treatment Projects. **(PEC CERTIFIED WITH 1 CPD POINT)**
- Entrepreneurship & Basic Supervision of Construction Project. **(PEC CERTIFIED WITH 1 CPD POINT)**
- Image Processing Using MATLAB) from QUEST **(PEC CERTIFIED)**
- English For Future Professional Engineer) from QUEST **(PEC CERTIFIED WITH 1 CPD POINT)**
- SCONEST, from Isra University Hyderabad. **(IEEE CONFERENCE WITH CERTIFIED HEC)**
- Safety Management System. **(PEC CERTIFIED WITH 0.5 CPD POINT)**

PERSONAL CHARACTERISTICS

Highly Motivated and Hardworking.

Availability: As Per Need